

Training 3-1 Reporting Hours of Instruction



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs and Completing the Hours of Instruction report. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

Hours of Instruction Requirements

- Wisconsin Private School Requirement: s.118.165(1)(c), Wis. Stats. The program provides at least 875 hours of instruction each school year.
- Wis. Stat. §§ 118.60(2)(a)8 and 119.23(2)(a)8: Notwithstanding s. 118.165 (1) (c) Wis. Stats., the private school annually provides at least **1,050** hours of direct pupil instruction in grades 1 to 6 and at least **1,137** hours of direct pupil instruction in grades 7 to 12.

Hours provided under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch periods.



Choice schools are required to provide a minimum number of hours of instruction each school year. All private schools in Wisconsin are required to provide at least 875 hours each year. Choice schools have additional requirements.

Choice schools must provide at least 1,050 hours of direct pupil instruction to grades 1 to 6 each year.

Choice schools must provide at least 1,137 hours to grades 7 to 12 each year.

Hours include recess and time for pupils to transfer between classes, but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as requiring 180 days of school.

Report Due Date

- **New Schools:** Due by January 10 prior to first year of participation.
- **Continuing Schools:** Due annually by May 1 of the prior school year.

Revisions are allowed if there are unplanned changes to schedule.

If it is necessary to shorten the school term, *a school must get prior written approval from the department.*

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New schools must show the DPI, no later than January 10 of their first year, how they will meet this requirement.

Schools that are continuing in the Choice program must submit a report to the DPI by each May 1, showing how they will meet the requirement for the upcoming year.

We know schedules can change, so revisions to the report are allowed. If the school's schedule changed, submit a revised report to DPI no later than May 15th.

This is why you want to save your report in Excel format in the event it has to be revised at the end of the school year, by May 15th.

General Spreadsheet Instructions

- 1) Use the Hours of Instruction Checklist to assist you in completing the report.
(**Note:** Checklist does not need to be sent to the DPI.)
- 2) Download the Excel document from the Choice [School Submitted Reports](#) webpage.
- 3) Save a copy of the file on your local system.
- 4) See the tabs at the bottom of the report to access all required sheets:

A screenshot of the bottom of an Excel spreadsheet showing a row of tabs. The tabs are: 'Excel Instructions' (highlighted in green), 'Cover Page', 'Error Report', 'SCH 1-Grade K4', 'SCH 2-Part-time K5', 'SCH 3-Full-time K5', 'SCH 4-Grades 1-6', and 'SCH 5-Grades 7-12'.

Excel Instructions	Cover Page	Error Report	SCH 1-Grade K4	SCH 2-Part-time K5	SCH 3-Full-time K5	SCH 4-Grades 1-6	SCH 5-Grades 7-12
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The Hours of Instruction report and Checklist is posted to the DPI Private School Choice Programs web page under School Submitted Reports.

Save a copy of the Excel file on your local system with access for relevant staff. You will want to be able to revise the report later in the year if necessary.

There are tabs at the bottom of the report that will link you to the required pages of the report.

HOURS OF INSTRUCTION REPORT INSTRUCTIONS FOR COMPLETION PRIVATE SCHOOL CHOICE PROGRAMS (CHOICE) PI-PCP-117 (Rev 11-18)

- Read the “Excel Instructions” tab first for the instruction overview.
- Type only in spaces that are shaded yellow.

HOURS OF INSTRUCTION REPORT INSTRUCTIONS FOR COMPLETION PRIVATE SCHOOL CHOICE PROGRAMS (CHOICE) PI-PCP-117 (Rev 11-18)

Google Sheets

This form may not be completed or submitted using Google sheets. It must be completed in Microsoft Excel and submitted as an attached Microsoft Excel document.

Protected Cells

The cells in the spreadsheet have been protected so that input can only be placed in cells that need information. Use the Tab key to move to the cells that will accept input. When filling out the form on the computer, only the cells highlighted in “yellow” are to be filled out.

Use of Cut & Paste

Be aware that using “cut and paste” could damage the spreadsheet. Do not “cut” any cells. Do not use the space bar to delete information that you wish to delete from any cell. The spreadsheet will read a space as if it were text. Use the delete key or backspace to remove information in any cell. However, the school can “copy and paste.”

Report Submission

Once the report is complete, the Choice Administrator must electronically sign the cover page and email the report as an Excel document to privateschoolchoice@dpi.wi.gov. The school should retain a copy of the spreadsheet for its records. The report should NOT be sent as a pdf, faxed or mailed to the department. Continuing schools must email the report to DPI by May 1, 2019. Schools new to the choice program must email the report by January 10, 2019.

Do not email the report to individual Choice team members or have individual Choice team members cc'd on reports emailed to privateschoolchoice@dpi.wi.gov, unless specifically requested.

Excel Instructions

Cover Page

Error Report

SCH 1-Grade K4

SCH 2-Part-time K5

SCH 3-Full-time K5

SCH 4-Grades 1-6

SCH 5-Grades 7-12

Read the “Excel Instructions” tab first for the instruction overview.

The instructions direct you to complete the Cover Page first. You are only able to enter information in the boxes that are shaded yellow.

Section I. School Information

Wisconsin Department of Public Instruction (DPI)
PRIVATE SCHOOL CHOICE PROGRAMS (Private)
REPORT OF INSTRUCTION REPORT
 PPSCH-117 (Rev. 11/15)
 This report is a requirement of Wis. Stats. § 118.01 and 118.23 and
 DHS Admin. Code § PS 20 and 45.

INSTRUCTIONS: Complete and submit this report on an Excel spreadsheet to privatechoice@dpi.wisconsin.gov. The report is due by MAY 1, 2019 for submitting Private Choice data. **REMARK:** 10, 2019 for non-Private Choice schools.

Public: No student information on the Excel spreadsheet.

I. SCHOOL INFORMATION

School Name: _____
 School City: _____

II. GRADES

Has an "N" next to all grades at the school for the 2018-19 school year, even if a grade will not be offered to student groups.

Grade	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
1st Grade												
2nd Grade												
3rd Grade												
4th Grade												
5th Grade												
6th Grade												
7th Grade												
8th Grade												
9th Grade												
10th Grade												
11th Grade												
12th Grade												

III. SUMMARY OF REQUIREMENTS & DATES

The following information must be completed based on the grades identified in Section I. The school must ensure that all activities include "Required" data.

Line	Information	SCH 1-Grade K4	SCH 2-Part-time K5	SCH 3-Full-time K5	SCH 4-Grades 1-6	SCH 5-Grades 7-12
1.	Schedule Reported	No	No	No	No	No
2.	Required Hours	0	0	0	0	0
3.	Scheduled Hours	0	0	0	0	0
4.	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met
5.	First Day of School					
6.	Last Day of School					

IV. SCHOOL OR COUNTY DATES

Has an "N" next to all dates at the school for the 2018-19 school year, even if a date will not be offered to student groups.

V. SCHEDULE ADMINISTRATION CERTIFICATION

There are no other dates on the Excel Report. These must be included before submitting the report.

HEREBY CERTIFY the following are the true and correct information:

1. The hours included herein are the required hours and do not include more than 180 hours of work based instruction as defined under s. 118.26, Wis. Stats.

2. I am aware of the dates that the school will not be open and the dates that have required hours.

3. I am aware that programs may be affected if the school exceeds the last day of class to an earlier date, even if the required hours of instruction have been met.

4. I agree that signing my name below constitutes a legal signature.

Signature of School Administrator (Principal or Designee) _____ Date Signed (M, Day, Yr) _____

- Type the School Name and School City at the top of the Cover Page.

Excel Instructions

Cover Page

Error Report

SCH 1-Grade K4

SCH 2-Part-time K5

SCH 3-Full-time K5

SCH 4-Grades 1-6

SCH 5-Grades 7-12

Begin by typing the name of the school and the city at the top of the cover page in Section I.

Section II. GRADES

Wisconsin Department of Public Instruction (DPI)
INSTRUCTIONAL SERVICES, SPECIAL EDUCATION (ISSE)
HOURS OF INSTRUCTION REPORT
 IS-0123-01 (Rev. 10-15-19)
 This document is a requirement of the State of Wisconsin, Chapter SPS 11.03 and 11.04, and the School Code of 1911, Chapter SPS 11.03 and 11.04.

INSTRUCTIONS: Complete and email the report to: isreport@dpi.wisconsin.gov. The report is due by 5:00 P.M. on 10/30/2020 for continuing Choice schools and 10/30/2020 for new Choice schools. Refer to related instructions on the Choice Instructions sheet.

I. SCHOOL INFORMATION

School Name: The Best School Ever
 School City: Best City Ever

II. GRADES

Put an "X" next to all grades at the school for the 2019-20 school year, even if a grade will not be offered in Choice pupils.

Grade	ISSE	ISSE	ISSE	ISSE	ISSE
Pre-K					
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

III. SUMMARY OF REQUIREMENTS & DATES

The following schedule must be completed based on the grades identified in Section I. The school must ensure that all students include "Requirement Hours" in the report.

Line	Information	ISSE 1-Grade K-5	ISSE 6-Grade 6-8	ISSE 9-Grade 9-12	ISSE 13-Grade 13-12
1	Requirement Hours	Yes	Yes	Yes	Yes
2	Requirement Hours	440	440	440	440
3	Requirement Hours	440	440	440	440
4	Requirement Date	Requirement Date	Requirement Date	Requirement Date	Requirement Date
5	Start Date of School	8/20/2019	8/20/2019	8/20/2019	8/20/2019
6	End Date of School	6/15/2020	6/15/2020	6/15/2020	6/15/2020

IV. CHOICE ADMINISTRATION CERTIFICATION

This is to certify on the Choice Report:

I, John Doe, certify the following as the Choice Administrator:

1. The hours included herein are my anticipated hours and do not include more than 140 hours of work based instruction as defined under s. 115.03, Wis. Stats.

2. These hours are based on days that the school will be open and any days that have been requested.

3. I am aware that payments may be affected if the school exceeds the set days of operation in a report date, even if the required hours of instruction have been met.

4. I agree that giving my name below constitutes a legal signature.

Signature of Choice Administrator (designee not permitted): John Doe Date Signed on Day: 10/30/2020

- Put an “X” next to all grades at the school, even if a grade will not be offered to choice pupils.
- The required hours will appear on the chart in Section III, Summary of Requirements.

Type an “X” in Section II. Grades next to each grade offered at the school, even if a grade will not be offered to Choice pupils.

The required hours will appear on the chart in Section III., Summary of Requirements. After you have completed the entire report, **your** hours will transfer automatically to Section III. and it will confirm that the requirement is met.

Section IV. School On Count Dates

- Choice schools are paid based on attendance on 2 “count dates.” The count dates are used to determine if students meet the attendance eligibility requirements.
- Click on the yellow box. A drop-down arrow will present either a “Yes” or “No” response.
- Answer “Yes” or “No” whether you plan to have a full day of instruction on the count date.

IV. SCHOOL ON COUNT DATES		Rectangular Snap
Does the school plan to have a full day of instruction on the 3rd Friday in September (September 21, 2018) AND the 2nd Friday in January (January 11, 2019) for all the grade levels of the school? Schools are strongly encouraged to have a full day of instruction on the count dates. The count dates are used to determine if students meet the attendance eligibility requirements. If the school will not be in session on either count date, the school should contact the department in advance of submitting this report.		<div></div>

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Complete the answer in Section IV. School on Count Dates by clicking on the drop down arrow in the yellow box and clicking on “Yes” or “No.”

If the school will not be in session on either count date, the school should contact the department in advance of submitting this report.

Section V. Choice Administrator Certification

- Type the Choice Administrator's name in the yellow box in Section V.
- The Choice Administrator's electronic signature certifies that the hours included do not include more than 140 hours of work based instruction as define under s.118.56, Wis. Stats.

In Section V. of the cover sheet, type the Choice Administrator's name in the yellow box.

If your high school has created a Work Based Program that meets the requirement of Wisconsin Statute 118.56, no more than 140 hours of work based instruction may be counted as Hours of Instruction to meet the choice school requirement.

Section V. Choice Administrator Certification

- Your signature certifies that you are aware that payments may be withheld if the school year ends earlier than scheduled.
- See Wisconsin Administrative Code PI 35.19(4) and PI 48.19(4):
“.....The department may not make a May payment to a school that has ceased instruction prior to the end of its scheduled school term unless the school obtained prior written approval from the department to end the school term early.”

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Even if you have satisfied the Hours of Instruction requirement, the school may not end the school term early unless it has received prior written approval from the DPI.

Error Report

PLRC-117 Page 1

ERROR REPORT
For the year ending June 30, 2020

Correct any errors before submitting the report to DPI. Read the comment on the ? for additional information on how to resolve the error.

I. COVER PAGE		
1. The cover page is not complete.	?	ERROR
2. The hours requirement was not met for one more or more grade categories.	?	OK
II. SCHEDULE 1		
3. All of the sections are not completed on Schedule 1.	?	OK
4. The school has indicated it will be off on Labor Day even though it starts after Labor Day.	?	OK
5. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day.	?	OK
III. SCHEDULE 2		
6. All of the sections are not completed on Schedule 2.	?	OK
7. The school has indicated it will be off on Labor Day even though it starts after Labor Day.	?	OK
8. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day.	?	OK
9. The school has more than one part-time 5 year-old kindergarten program. Contact the DPI for proper reporting.	?	OK
IV. SCHEDULE 3		
10. All of the sections are not completed on Schedule 3.	?	OK
11. The school has indicated it will be off on Labor Day even though it starts after Labor Day.	?	OK
12. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day.	?	OK
V. SCHEDULE 4		
13. All of the sections are not completed on Schedule 4.	?	OK
14. The school has indicated it will be off on Labor Day even though it starts after Labor Day.	?	OK
15. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day.	?	OK
VI. SCHEDULE 5		
16. All of the sections are not completed on Schedule 5.	?	OK
17. The school has indicated it will be off on Labor Day even though it starts after Labor Day.	?	OK
18. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day.	?	OK

- If there are errors on the report you will see “ERROR” on this page.

- Correct any errors before submitting the report to DPI. Click on the ? symbol in the left hand column if you have questions.

- Include the ERROR REPORT when you submit your Hours of Instruction report.

If there are errors on the report, you will see “ERROR” on this page.

Correct any errors before submitting the report to the DPI. Click on the ? symbol in the left hand column if you have questions.

Include the ERROR REPORT when you submit your Hours of Instruction report.

Grade Level Tab Completion

- Next, complete the schedules for each grade category offered by the school:
 - SCH 1- Grade K4
 - SCH 2- Part-Time K5
 - SCH 3-Full-Time K5
 - SCH 4-Grades 1-6
 - SCH 5-Grades 7-12



Next, complete the schedules for each grade category offered by the school.

Each grade category that was marked on the cover sheet must have a schedule completed.

Again, you will type in the spaces that are shaded yellow only.

Grade Level Tab Completion (cont.)

Step 1 – First and Last School Days

STEP 1-FIRST AND LAST SCHOOL DAYS		
Insert the day that school will begin and the day that school will end for the 4 year-old kindergarten program below. State law requires that the school have at least a two month summer break. The dates listed below should not include dates for summer school.		
Ln	School Day	Date
1	2018-19 School Year First School Day	
2	2018-19 School Year Last School Day	

- In the yellow boxes, type in the first school day and last school day.

In the yellow boxes, type in the first and last date of school.

Grade Level Tab Completion (cont.)

Step 2-Weekly Schedule

- Insert the number of hours and minutes of instruction for each day of the week for these grades. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

10	STEP 2-WEEKLY SCHEDULE		
11	Insert the number of hours and minutes of instruction for each day of the week for the 4 year-old kindergarten program. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.		
12	Ln	Day of Week	Hours
13	3	Sunday	Minutes
14	4	Monday	
15	5	Tuesday	
16	6	Wednesday	
17	7	Thursday	
18	8	Friday	
19	9	Saturday	
20	10	Total Weekly Hours	0

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Next, in Step 2, type in the number of hours and minutes of instruction for each day of the week for these grades.

Type only in the yellow spaces.

Hours include recess and time for pupils to transfer between classes, but do not include lunch periods.

Grade Level Tab Completion (cont.)

Step 3 – Typical Days Off

The following are typical days that school is not in session. Indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" if school will not be in session or if school will not have started or will have already ended. The number of days off are automatically included for Labor Day, Martin Luther King Jr Day, and Memorial Day if the school identifies it is off for those days. For any remaining vacation/holidays that the school will have off, complete the **full days off** and **partial days off** columns with the number of full or partial days the school will have off and the total number of hours and minutes it will have off.

STEP 3-TYPICAL DAYS OFF

The following are typical days that school is not in session. Indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" if school will not be in session or if school will not have started or will have already ended. The number of days off are automatically included for Labor Day, Martin Luther King Jr Day, and Memorial Day if the school identifies it is off for those days. For any remaining vacation/holidays below that the school will have off, complete the full days off and partial days off columns with the number of full or partial days the school will have off and the total number of hours and minutes it will have off.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Full Days Off			Partial Days Off		
				Number of Full Days Off	Total Hours Off	Total Minutes Off	Number of Partial Days Off	Total Hours Off	Total Minutes Off
11	Labor Day	Yes	9/7/20	1	6	45			
12	Thanksgiving Break	Yes	11/26/2020 - 11/27/2020	2	13	30	-	0	0
13	Winter Break	Yes	12/23/2020 - 01/03/2021	10	64	30	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	6	45			
15	Spring Break	Yes	03/19/2021 - 04/02/2021	6	40	30	1	3	15
16	Memorial Day	Yes	5/31/21	1	6	45			
17	Teacher Conferences	Yes	10/22/2020 - 10/23/2020	2	13	30	-	0	0
18	Total Time Off in Step 3			23	148	255	1	3	15

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In Step 3-Typical Days Off we have listed typical days that some schools are not in session.

For each line indicate "YES" if there will be a vacation or holiday for those days.

Type a response in the yellow blanks. First of all, Will the School Have Off? Use the drop down arrow to indicate "Yes" or "No." If the response is "Yes" make sure the next section is completed with the exact number of full and partial days the school will not be in session for that particular break. Then list the total number of hours and minutes that you will not be in session for each holiday.

Grade Level Tab Completion (cont.)

Step 4 – Partial/Early Release Days

Include any early release days or partial days in Step 4 that are not already included in Step 2 or 3. If the school has an early release every week, the early release should be included in Step 2 rather than in this Step. For example, if the school has 8 hours of instruction Monday through Thursday and 4 hours of instruction on Friday, 4 hours should be inserted on Line 8 and each Friday should not be identified as an early release day in this Step.

If needed, you may list several dates on a single line.

STEP 4-PARTIAL/EARLY RELEASE DAYS					
Include any early release days or partial days below that are not already included in Step 2 or 3. If the school has an early release every week, the early release should be included in Step 2 rather than in this Step. For example, if the school has 8 hours of instruction Monday through Thursday and 4 hours of instruction on Friday, 4 hours should be inserted on Line 8 and each Friday should not be identified as an early release day in this Step.					
19 Will the school have early release days not already incorporated in the weekly schedule in Step 2 or partial days not identified in Step 3?					Yes
Ln	Early Release/Partial Days	Date(s) School Will Have a Partial or Early Release Day Do not include early release that is in the standard schedule in Step 2 or days off identified in Step 3	Number of Days	Total Hours Off	Total Minutes Off
20	Early Release/Partial Days	09/23/2020, 11/05/2020, 02/18/2020	3	9	45

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In Step 4, list any partial days that are not already listed in Step 3.

You may list several dates on a single line if necessary. Do not include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week.

Grade Level Tab Completion (cont.)

Step 5- Other Full Days Off

For Step 5, list any additional full days off, between the beginning and ending of school dates, that are not already listed in Step 3.

STEP 5-OTHER FULL DAYS OFF			
List any vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced. DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.			
Ln	Date(s) School Will Not Be in Session Not Already Identified in Step 3	Number of Days Off	Total Hours Off
21	02/15/2021	1	6:45
22	05/27/2021, 05/28/2021	2	13:30
23			
24			
25			
26	Total Time Off in Step 5	3	19:75

In Step 5, list any full vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day(s) will be reduced. DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.

Grade Level Tab Completion (cont.)

Step 6 – Instructional Hours

STEP 6 will summarize the hours of instruction provided and the number of hours required.

STEP 6-INSTRUCTIONAL HOURS		
27	Number of Instruction Hours <i>This is the number of hours calculated based on the information above.</i>	-
28	Required Instructional Hours <i>This is the minimum number of hours the school must have.</i>	-
29	Recommended Instructional Hours <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	-
30	Do the hours meet the requirement? Yes	

At the bottom of the page, STEP 6 will summarize the hours of instruction provided and the number of hours required.

We recommend that schools add extra hours to their total hours to account for unplanned days off, such as snow days.

The bottom line will indicate whether the requirement is met or not.

Grade Level Tab Completion (cont.)

Step 5 – Instructional Hours

Ensure message at bottom of page says:

“Do the hours meet the requirement? **Yes**”

STEP 6-INSTRUCTIONAL HOURS		
27	Number of Instruction Hours <i>This is the number of hours calculated based on the information above.</i>	1,164.50
28	Required Instructional Hours <i>This is the minimum number of hours the school must have.</i>	1,050.00
29	Recommended Instructional Hours <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	1,082.00
30	Do the hours meet the requirement? Yes	

The spreadsheet will calculate whether your school will meet the required hours or not.

Complete the sheet for each grade offered by the school.

Make sure each page has a “Yes” at the bottom of the page.

Report Submission

- After all pages have been completed and show no error messages, **save your data on the schools computer/server.**
- The Choice Administrator must sign and date the cover sheet, and submit all pages to the DPI by the due date. The report must be emailed to privateschoolchoice@dpi.wi.gov from the Choice Administrator's email. See the Excel Instruction tab on report for additional information.

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Save this report on your computer for future revisions.

After all pages of the report are completed, the Choice Administrator must electronically sign and email the excel report to privateschoolchoice@dpi.wi.gov.

How to Report Changes

- Submit a revised report to the DPI by May 15th of the current school year with **any** changes.
- A School is required to receive **prior written approval from DPI prior to shortening the school term.**
- Choice Administrators must send the Hours of Instruction report updates from their email to Private School Choice at:
privateschoolchoice@dpi.wi.gov.

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It is possible that your school calendar will change, for instance if there are snow days.

Report any changes to DPI by sending in a signed, revised report by May 15th of the school year. Provide the report by email.

If no changes were made, it is not necessary to file a revised report by May 15th.

If it is necessary to shorten the school term, schools must get prior written approval from the department. Request this approval when submitting a revised Hours of Instruction report by May 15th.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.